

CAMDEN-WYOMING SEWER & WATER AUTHORITY

P.O. BOX 405, CAMDEN-WYOMING, DELAWARE 19934

Minutes of the Camden-Wyoming Sewer and Water Authority Regular Session - Authority Meeting Held on May 10, 2011

Authority Members present:

Mr. Mark Dyer
Ms. Tracey Green
Mr. Michael McFann
Mr. Michael Quinn
Mr. Lester Stillson
Ms. Tracy Torres

Also in attendance representing the CWS&WA:

Mr. Harold Scott, Authority Superintendent
Mr. Soheil Gharebaghi, P.E., Authority Engineer
Ms. Mary Sherlock, Esq., Authority Attorney

Public in Attendance:

Meeting Attendance/Sign-in Sheet;
available at the CWS&WA Office

The Camden-Wyoming Sewer and Water Authority (CWS&WA) met at the CWS&WA Office on May 10, 2011. The meeting was called to order at 7:05 p.m. by the Chairperson, Mr. Dyer. There were no items removed from the Consent Agenda.

Maintenance & Operations Status (Superintendent Report):

Mr. Scott distributed the period's Operation and Maintenance Report and discussed the same. Mr. Scott reported that the six out of the seven fire hydrants along Camden-Wyoming Avenue had been removed and replaced with updated hydrants.

Mr. Scott reported a recent failure at the Lowe's Pump Station. Mr. Scott explained that corroded cables had entered the pump causing damages to the impellers. Mr. Scott indicated that he would take the damaged pump to a facility in Pennsylvania for repairs. Sanitary sewer services would not be interrupted as the repairs were anticipated to be completed and the repaired pump brought back and reinstalled on the same day, Mr. Scott added.

Mr. Scott indicated that a preconstruction meeting had been held during the past period regarding the block of Meadow Avenue, Apple Tree Lane, S. Layton Avenue, and Peach Street, water distribution system improvements project. Mr. Scott noted that only four individuals representing three homeowners had attended the meeting to which about 39 area residents had been invited. Mr. Scott provided a summary of the scope of the work and indicated that the work had been scheduled to commence on June 6, 2011. Mr. Scott noted that the project included the renewal of water service laterals from the new water main to curb stops. The area homeowners had been offered the option to have the Authority crews renew their water services from curb stops to water meters at the homeowners' expense, Mr. Scott added. It was noted that the cost of this item would be substantially lower than the same work done after the completion of the construction.

Maintenance & Operations Status (Superintendent Report, cont.):

Mr. Scott indicated that the Authority's crews had assisted the Town of Camden with grass cutting at properties undergoing foreclosure. Mr. Scott noted that a part time summer helper, perhaps a high school or college student, was being considered to help grass cutting efforts. The Town of Camden supplied the equipment and the Authority provided the necessary labor for which the Town paid the Authority, Mr. Scott added.

Mr. Scott provided a summary of the Authority's financial reports and indicated that the Authority's various funds had been in line with the annual budget.

Mr. Scott reported that the Authority's crews had repaired a collapsed sewer lateral for a house on Caesar Rodney Avenue in the Town of Wyoming. Mr. Scott noted that DNREC had requested a price proposal from the Authority to perform the work. Mr. Scott also indicated that a house in Tamarac with a failed septic system had been connected to the Authority's sewer system at the homeowners' expense.

Considering the increase in the rates charged by the Delaware Rural Water Association for smoke testing equipment, Mr. Scott indicated that the Authority was considering the purchase its own smoke testing equipment to reduce costs associated with the smoke testing of existing sanitary sewer mains plagued by Infiltration and Inflow (I & I) of ground and stormwater runoff.

Mr. Scott discussed a recent News Journal article in which Artesian Water Company was reported to have filed with the Public Service Commission a request for a 19.4% water rate increase. It was noted that United Water had also filed for a 16% water rate increase in December of 2010.

Engineering Report:

Mr. Gharebaghi advised that the 2010 Annual Water Quality Report, also known as Consumer Confidence Report (CCR), would be published in the Delaware State News by June 30, 2011, reporting the status of the Authority's water quality for the period of January 1, 2010, to December 31, 2010. Gharebaghi noted that there were no Safe Drinking Water Act violations, and the Authority's drinking water had met all Federal and State standards in 2010.

Regarding the unknown organism and blockages in the Willow Grove Road sewer system, Gharebaghi indicated that Camdel Metals had proposed to shock the system with chemicals in an attempt to kill off the organism. The Authority crews would continue to monitor the situation, he added. Updated reports regarding the matter would be presented at future Regular Meetings, Gharebaghi said.

Mr. Gharebaghi provided a status update on the matter of the Authority's application for a CPCN which he had filed with the Public Service Commission (PSC) as a house-keeping measure. The Authority had completed the application process and was awaiting action by the PSC toward the granting of the subject CPCN, he added.

Legal Report:

There were no legal reports.

Approval of the Consent Agenda:

Motion: Mr. Stillson made a motion to approve the Consent Agenda, seconded by Mr. Quinn. Motion carried unanimously.

Old Business:

The Position of Authority Secretary

The consideration of this matter was tabled during the Authority's last Regular Meeting. Mr. Dyer referenced Mr. Scott's memorandum regarding the positions of Secretary and Treasurer and invited discussion on the subject. After discussion the following was decided:

Motion: Mr. Stillson made a motion to charge the Authority's Attorney to draft the necessary language to facilitate an amendment to the Authority's Bylaws to reflect the Board's decision pertaining to the elimination of the positions of Secretary and Treasurer from the Authority's Board, seconded by Ms. Green. Motion carried unanimously.

Ms. Sherlock was requested to draft the proposed revisions to the Authority's Bylaws for the Board's review and approval.

New Business:

Consideration of a Policy regarding requests for information from the Authority

The consideration of this matter was tabled during the Authority's last Regular Meeting. Mr. Dyer referenced the draft "Request for Information Form" and the fees and charges associated with the same and invited discussion on the matter. Mr. Stillson expressed concern in connection with the length of response time to inquiries and questioned whether a time frame for the Authority's response should be indicated on the Request for Information Form. Mr. Scott noted that the Form would be revised to indicate that the Authority would respond and acknowledge the receipt of requests for information within thirty (30) days of their receipt. A schedule for the reproduction of the requested documents would also be provided to requesters within (30) days of the receipt of the Form.

It was noted that the Application Fee (\$21.50) ought to be charged per record requested. Alternatively, the Authority could also require the submission of one Form for each request.

It was also noted that requesters would be advised of the cost associated with their request prior to the reproduction of records to provide requesters with an opportunity to withdraw their request without incurring any costs.

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Consideration of a Policy regarding requests for information from the Authority (cont.):

Mr. Scott stated that a revised Form would be presented to the Board for consideration at the Authority's next Regular Meeting.

Visitors' Comments:

Ms. McFann asked about the availability of the draft Request for Information Form to the Visitors. Mr. Dyer explained that the Authority's working documents would not be distributed to Visitors so as to minimize any confusion associated with the approval status of the matter under consideration.

Adjournment:

The Regular Meeting was adjourned into an Executive Session at 8:15 p.m. for the discussion of legal matters.

Motion: Mr. McFann made a motion to adjourn the Regular Meeting into an Executive Session, seconded by Mr. Quinn. Motion carried unanimously.

The Regular Meeting was reconvened at 8:30 p.m. for the purpose of adjourning the Regular Meeting.

Motion: Mr. Stillson made a motion to adjourn the Regular Meeting, seconded by Mr. McFann. Motion carried unanimously.

The Regular Meeting adjourned at 8:31 p.m.

The next Regular Meeting will be held on June 14, 2010, at 7:00 p.m.

Respectfully Submitted,
CAMDEN-WYOMING SEWER & WATER AUTHORITY

Harold L. Scott, Sr.
CWS&WA Superintendent